

**RULES  
OF  
THE BOARD OF REGENTS  
STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

**INSTITUTIONAL STUDENT HOUSING RULES**

**CHAPTER 0240-4-5  
TENNESSEE STATE UNIVERSITY  
STUDENT HOUSING RULES**

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**0240-4-5-.01 ELIGIBILITY.**

- (1) All full-time enrolled students are eligible to reside in a University Residence Facility. All full-time, first-time, single freshman students under 21 years of age not residing with their parents or legal guardians, or not commuting to class from their permanent residence are encouraged to reside in University Housing.
- (2) Part-time students may be approved for residence in a University residential facility at the discretion of the University.
- (3) All students requesting University housing must complete and sign a housing application. Upon signing, the applicant agrees to adhere to housing policies and rules. Application for returning students must be received by April 1st. Applications for new students and freshmen must be received by August 1st. the "Meal Card Waiver Application" and supporting documents must be submitted to the Office of Residence Life no later than the seventh day following the last day of regular registration or the seventh day following the receipt of a room assignment for late arrivals.
- (4) All eligible students shall have an equal opportunity to reside in student resident facilities regardless of race, sex, marital status, creed, color, national origin or physical disabilities.
- (5) Students who meet the April 1 housing deadline but do not preregister for classes must claim their rooms within twenty-four (24) of the opening of residence halls and apartments.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed July 14, 1992; effective October 28, 1992. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed February 18, 1999; effective June 28, 1999. Amendment filed August 29, 2000; effective December 29, 2000.

**0240-4-5-.02 RESIDENCE HALL CONDUCT AND DISCIPLINARY SANCTIONS.**

- (1) Students residing in University residence facilities or any form of University housing will be subject to all rules and regulations of the University and the Tennessee Board of Regents including, but not limited to, the Board of Regents Rules of Student Conduct (Chapter 0240-2-3), and all rules and regulations included herein. Violation of University or Tennessee Board of Regents rules and regulations may subject the resident to disciplinary action and the imposition of sanctions related to the resident's status as a student as well as a resident. Alleged violations that are deemed minor by the Director of Residence Life will be heard by each Residence Hall Council.

(Rule 0240-4-5-.02, continued)

- (2) Conduct in University housing which may subject a resident to sanctions related to his/her status as a resident of University housing shall include, but not be limited to, the following:
  - (a) Failure to cooperate with or comply with directives of residence hall staff members and other University officials acting in the performance of their duties.
  - (b) Possession or consumption or use of alcoholic beverages:
  - (c) Unlawful possession or use of any illegal drug or controlled substance and/or paraphernalia:
  - (d) Gambling in any form;
  - (e) Possession of explosives, fireworks, or flammable materials;
  - (f) Possession of bullets, firearms or other dangerous weapons:
  - (g) Possession or use of any device which produces an open flame or noxious odor or toys of choice, (water guns);
  - (h) Use of electric blankets, hot plates, popcorn poppers, coffee makers, or other heat-producing devices in residence hall rooms. Irons and electric curling irons are exceptions;
  - (i) Possession or use of any cooking appliance other than microwave ovens;
  - (j) Keeping pets of any kind in University housing, with the exception of goldfish;
  - (k) Permitting the unauthorized housing of a guest, relative or friend;
  - (l) Disorderly conduct or misbehavior by any resident or guest. Residents shall inform guests of University student housing rules and shall be responsible for their conduct;
  - (m) Disturbing other residents by rowdy, boisterous, or disorderly behavior;
  - (n) Using sound producing equipment in any manner which disturbs other residents;
  - (o) Ignoring a fire alarm or refusing to evacuate the premises when an alarm is sounded;
  - (p) Tampering with fire alarm mechanisms, smoke detectors, or fire extinguishers;
  - (q) Propping open stairway doors or exit doors;
  - (r) Dropping, throwing, or hanging objects from windows:
  - (s) Subletting is not allowed;
  - (t) Changing or modifying room locks or installing additional locks;
  - (u) Unauthorized removal and/or property damage to any residence hall facility, equipment, or furnishings;
  - (v) Children are not permitted to reside in the residence halls. The University assumes no responsibility nor does it make provisions for children in the residence halls. Babysitting in residence facilities is not allowed;

(Rule 0240-4-5-.02, continued)

- (w) Violation of any University housing rules and regulations hereinafter provided;
- (x) Violation of general University rules and regulations published in the Student Handbook. The disciplinary offenses contained in the Code of Student Conduct are incorporated herein by reference (Chapter 0240-3-5);
- (3) Residence Hall Disciplinary Sanctions. Upon determination that a violation of any regulation has occurred, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate University official:
  - (a) Restitution. A student who has committed an offense against property may be required to reimburse the University or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be determined by the University and limited to actual cost of repair or replacement. Students may be assessed on a pro rata basis for damage to common areas.
  - (b) Impoundment. Any equipment, appliance, or device, the possession or use of which is prohibited in University housing, or any sound producing equipment which used in a manner disturbing to other residents, may be impounded.
  - (c) Warning. The appropriate University official, including residence hall staff members, may notify the student in writing that continuation or repetition of specified conduct may be cause for other disciplinary actions.
  - (d) Residence Hall Probation. A resident placed on residence hall probation is deemed not to be in good standing with residence hall community, and continued residency is conditional upon adherence to the rules, regulations, and provisions of the Code of Conduct and Housing Contract.
  - (e) Residence Hall Suspension and Forfeiture. A student suspended from the residence halls may not reside, visit, or make any use whatsoever of a residence hall facility or participate in any residence hall activity during the period for which the sanction is in effect. A suspended residence hall student will be required to forfeit fees (including any unused portion thereof).
  - (f) The disciplinary sanctions contained in the Code of Student Conduct are incorporated herein by reference. (Chapter 0240-3-5).
  - (g) Violation of any regulation is considered Breach of Contract (which may result in dismissal from the residence hall).

**Authority:** T.C.A §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed July 14, 1992; effective October 28, 1992. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed February 18, 1999; effective June 28, 1999.

#### **0240-4-5-.03 RESIDENT RESPONSIBILITIES.**

- (1) All general University regulations are binding with regard to residential students. Residents shall be responsible for the condition of room and room furnishing(s). Damages shall be reported to the residence facility director.
- (2) Lounges, study rooms, reception lobbies and other common areas are provided for the comfort and conveniences of residents. Furnishings in common areas may not be removed. Students who take these items to their rooms or elsewhere on or off campus, are subject to possible arrest and disciplinary action for theft of state property.

(Rule 0240-4-5-.03, continued)

- (3) Any damage to residence life property will not be tolerated. Students guilty of defacing or destroying University property will be charged with the cost of repairs and disciplined according to the offense. If the person(s) who defaces or damages property in a room, common area or apartment is not identified, the cost of repair will be levied against all occupants of the room and floor.
- (4) In attaching objects to room doors, walls, or ceilings, residents shall not use any device which leaves a permanent mark including, but not limited to, nails, screws, staples, thumb tacks, or stickers. White putty (available in the University Bookstore) is the only official recommended material for hanging or attaching objects to walls or doors. Other types of adhesives, such as tape, picture hangers, decals, etc., are not allowed as they are potentially damaging to most surfaces. Plant poles, pole lights, and other items which touch the ceilings are not permitted.
- (5) The resident's room or apartment will be inspected periodically by the residence facility director for cleanliness and, therefore, should be kept clean and orderly at all times. Notice will be given 24 hours prior to these inspections. Any resident unable to maintain these standards may forfeit his/her right to remain in the residence facilities. The following suggestions will help maintain a livable area that is conducive to study or relaxation, will help maintain health standards, and will provide the basis for evaluation of room inspection:
  - (a) Beds should be neatly made with clean linen. Linen should be changed at least once a week.
  - (b) All clothes should be neatly hung in closets with the closet floor neat and orderly.
  - (c) Floors and mirrors should be clean; furniture, wood work and window sills dusted; waste baskets emptied; and, books on shelves in order.
  - (d) Paper and trash should not be placed outside of living quarters and should be placed in the proper containers.
  - (e) Personal hygiene items left unattended in bath or public areas will be discarded.
- (6) The room/apartment is to be shared equally. Length of stay in the room places no prior claim or right to the room.
- (7) Window blinds or screens shall not be removed.
- (8) Bicycles, motorcycles and mopeds, or other vehicles shall not be stored in rooms, hallways or stairways.
- (9) A charge shall be assessed for leaving an assigned room in such condition as to require undue time for cleaning the premises. Conditions which demand repair, including painting, shall result in a damage assessment against the resident.
- (10) If a resident is not going to be in his/her room or apartment for more than three days, the student should contact his/her resident assistant or facility director to provide a telephone number where he/she can be reached. If the staff does not know of a student's whereabouts after a reasonable period of time, the Director of Residence Life will contact the Vice President for Student Affairs, and the Campus Police Department.
- (11) Personal property should be marked with permanent identification.
- (12) Students should leave expensive clothing, electronic equipment or jewelry at home.

(Rule 0240-4-5-.03, continued)

- (13) It is recommended that residents avoid borrowing. It helps to discuss your feelings about borrowing or lending property with your roommate(s) and/or friends to avoid later conflicts.
- (14) It is suggested that students obtain insurance protection against loss, damage or theft of personal property. The University assumes no responsibility and shall not be liable for any damages to or theft of personal property of students, or injury to any student or the occupants of student residence facilities or to guests of such occupants except as authorized by the "Tennessee Claims Commission Act", T.C.A. §9-8-301, et seq. If property is damaged or individuals injured, a claim form must be completed with report of incident and filed with the Tennessee Board of Claims. The State of Tennessee will make the final determination for reimbursement and legality of claim.
- (15) At least one month prior to vacation periods, each resident will be notified by bulletin board notice and through the regular residence facility meetings as to the closing schedule for his/her residence facility. Students may reference the University academic schedule. If for any reason there are hardship cases where a student will not be able to leave at the assigned time, he/she must inform the Residence Director and the Director of Residence Life prior to the closing of the facility.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule file April 28, 1983; effective July 13, 1983. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed February 18, 1999; effective June 28, 1999.

#### **0240-4-5-.04 VISITATION POLICY.**

- (1) The term "residence hall visitation" refers to the visitation of both men and women students, family, and friends in residence facilities common areas and resident rooms during regularly scheduled visitation days and hours. Residents living in the building may not visit after established visitation hours without the consent of their roommate(s). If there is a conflict as a result of the visitor (inclusive of residents in the building), the method of resolution will be at the discretion of the residence facility director.
- (2) Residents of each residence facility select the specific days and times of visitation for their facility within the maximum parameters contained in rule 0240-4-5-.04(5)(b). Visitation in the residence facility shall not be effective unless or until ratified by the majority of the residents voting and approved by the appropriate residence life officials. Voting shall take place three (3) weeks after the first official day of registration beginning at 9:00 a.m. until 7:00 p.m. the following day.
- (3) Residence facility visitation is a privilege and is not mandatory. The Office of Residence Life has established guidelines for suggestions and recommendations brought to it by residents of the respective residence facilities.
- (4) If for any reason an uninvited guest comes to a student's room during or after the visitation period, the student should contact a staff member of the residence facility immediately.
- (5) Residence hall visitation shall be conducted under the following regulations:
  - (a) Visitation hours may not extend past 10 p.m. Monday through Thursday, or 12 p.m. midnight, Friday and Sunday.
  - (b) Maximum visitation hours are: Freshman - Friday and Saturday from 4 p.m. to 12 midnight, Sunday from 4 p.m. to 10 p.m.; Sophomore, Junior, Senior - Monday through Thursday 4 p.m. to 10 p.m., Friday through Sunday 4 p.m. to 12 midnight.
  - (c) Visitation shall not be scheduled during the weeks of Thanksgiving recess, mid-term or final examination.

(Rule 0240-4-5-.04, continued)

- (d) A parent of the opposite sex is permitted to visit a resident's room at times other than visitation periods provided that other residents on the floor are notified and permission is granted by a residence hall staff member. Room visitation by persons on the opposite sex in conjunction with check-in and check-out must be approved by a member of the residence hall staff.
- (e) Roommates must consent in writing to visitation in their room.
- (f) All guests must leave their Tennessee State University ID Card, driver's license or other satisfactory photo identification at the appropriate residence facility office desk prior to leaving the lobby area. Guests must be escorted from the lobby to the room to be visited and from the room visited back to the lobby by the host or hostess. Non-residents are prohibited from being in the residence halls unescorted by their host or hostess.
- (g) Non-resident students in violation of visitation regulations may be subject to disciplinary action by the student personnel deans.
- (h) Residents and guests must be in proper attire suitable for class or street wear during visitation.
- (i) Non-students found in the residence halls in violation of visitation policy shall be subject to arrest.
- (j) Residents shall be responsible for the conduct and behavior of their guests.
- (k) A resident found in repeated or gross violation of residence facility visitation regulations which would threaten the health, safety and welfare of others is subject, in the discretion of the appropriate residence life officials, to immediate suspension or termination of his/her privilege of living in University residence facilities. Such action shall be followed by the initiation of appropriate disciplinary procedures.
- (l) Room checks may be made at any time during visitation.
- (m) Overnight guests of the same sex as the resident student are permitted if the following conditions are met:
  - 1. The guest is registered with the residence facility director prior to staying overnight.
  - 2. The residence host informs the guest of residence facility regulations and accepts responsibility for the guest's conduct.
  - 3. Permission for a guest to stay more than two (2) consecutive nights must be obtained from the appropriate residence life official.
- (n) Children are not allowed to wander in residence facilities unsupervised at any time.
- (o) Guests shall be defined as those persons not residing in the residence facility of the host student.
- (6) Apartment visitation shall be conducted under the following regulations:
  - (a) Visitation hours may not exceed 12 midnight Sunday through Saturday.
  - (b) Non-resident students in violation of visitation regulations may be subject to disciplinary action by the student personnel deans.
  - (c) Residents and guests must be in proper attire suitable for class or street wear during visitation.

(Rule 0240-4-5-.04, continued)

- (d) Residents shall be responsible for the conduct and behavior of their guests.
- (e) Non-students found in apartments in violation of visitation policies may be subject to removal and possible legal action.
- (f) A resident found in repeated or gross violation of residence facility visitation regulations which would threaten the health, safety or welfare of others is subject, at the discretion of the appropriate residence life official, to suspension or termination of his/her privilege of living in University residence facilities. Such action shall be followed by the initiation of appropriate disciplinary procedures.
- (g) Room checks may be made at any time during a visitation period.
- (h) Children are not allowed to wander in residence facilities unsupervised at any time.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed July 14, 1992; effective October 28, 1992. Amendment filed February 18, 1999; effective June 28, 1999.

#### **0240-4-5-.05 CONTRACT TERM AND CONDITIONS.**

- (1) The term of the Student Housing Agreement shall be from the date of room assignment until the end of the academic year. Fall residents wishing to petition for release from the student housing agreement based upon graduation or transfer for the spring semester must complete a "Void Housing Contract" form and submit it to the Director of Residence Life prior to the Christmas break.
- (2) A resident shall not move out of the residence facility during the term of the housing agreement without the authorization of the residence facility director and the Director of Residence Life.
- (3) A resident who vacates the residence facility prior to the end of the term of the housing agreement shall forfeit all prepaid rent and deposits except in the specific circumstances defined below under "Housing Deposit, Cancellation, and Refund Policies."
- (4) Transfers from one residence facility to another must be authorized by the appropriate residence life officials.
- (5) Room/apartment changes within a residence facility must be authorized by the appropriate residence life official.
- (6) Individual occupants of double rooms shall be required to consolidate in accordance with consolidation assignments by the residence facility director.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed February 18, 1999; effective June 28, 1999.

#### **0240-4-5-.06 HOUSING DEPOSIT, CANCELLATION, AND REFUND POLICIES.**

- (1) **Reservation Fee.** a \$50 reservation fee is required of all students who apply for University housing. The fee is paid only once and remains on file as long as the student matriculates at the University. This deposit serves as a reservation only. All charges for damages, defacement, missing fixtures and/or furnishings will be charged directly to the student's account as they occur and must be paid during the semester of incident. This deposit reserves the living area until the last day of regular registration. The deposit will be refunded when a student graduates, transfers or no longer maintains an active status, provided the following conditions are met:

(Rule 0240-4-5-.06, continued)

- (a) All residence facility fines are paid;
  - (b) The student officially checks out with the residence facility director at the end of each appropriate semester or upon withdrawal; and
  - (c) The student turns in his/her key to the residence facility director.
- (2) A deposit by new and transferring students (freshmen and transferees) only assures a room assignment for twenty-four (24) hours beyond the scheduled date of arrival.
- (3) Cancellation. The \$50 reservation fee will be forfeited if the resident fails to cancel the contract in writing with the Office of Residence Life 14 days prior to the first official day of registration. The deposit is also forfeited if the resident fails to fulfill the housing agreement (i.e., assigned space is not occupied by the last day of regular registration unless the Office of Residence Life is notified by the resident of the late arrival; does not register for classes, etc.)
- (4) Refund of Reservation Fee. Except as provided in paragraph (1) above, the \$50 deposit will be refunded only if one or more of the following conditions exist:
  - (a) Residence facility space is not available.
  - (b) The student is prevented from entering the University because of medical reasons, confirmed in writing by a licensed physician.
  - (c) If cancellation is made in writing to the Director of Residence Life 14 days prior to the first official day of registration.
  - (d) In case of death of the student.
  - (e) No refund shall be made if the resident is withdrawn from the University or the residence facility for disciplinary reasons.
- (5) Refund of Residence Facility Rent.
  - (a) Refunds of residence facility rental fees paid in advance shall be prorated on a weekly calendar basis and the resident's contract or lease shall terminate at the discretion of the institution when the student is forced to withdraw from the residence facility:
    - 1. Due to personal medical reasons confirmed in writing by a licensed physician; or
    - 2. At the request of the institution if:
      - (i) The premises or the unit are destroyed or, in the opinion of the institution, unsuitable for occupancy for any reason; or
      - (ii) The institution gives the student written notice of termination at least 30 days prior to the date when such termination will be effective.
  - (b) A full refund shall be made in the event of the resident's death.
  - (c) In the case of withdrawal from the residence facility for other reasons, except disciplinary reasons, 75% of prepaid rent will be refunded for withdrawal from the residence facility for a period of 14 calendar days beginning with and including the first day of registration or with



(Rule 0240-4-5-.06, continued)

equivalent period for a short-term course, and 25% shall be refunded for a period which extends 25% of the length of the term. (See Fall, Spring and Summer "Class Schedule" booklets.)

- (d) No refund shall be made if the resident is withdrawn from the University or the residence facility for disciplinary reasons.
- (d) No refund shall be made if the resident vacates the residence facility prior to the end of the term of the "Student Housing Agreement" without the authorization of the residence facility director and Director of Residence Life.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed February 18, 1999; effective June 28, 1999. Amendment filed February 28, 2000; effective June 28, 2000.

#### 0240-4-5-.07 MISCELLANEOUS.

- (1) Solicitations. Except as otherwise permitted by Tennessee Board of Regents rule 0240-1-1 Use of Campus Property and Facilities, solicitation for purely commercial purposes is prohibited on all property owned or used by the University.
- (2) All residence facilities will be closed during Christmas holidays, Spring recess, and at the end of the Spring and Summer semesters. On these occasions students are expected to vacate the residence facilities by 12 noon the following day after their last examination or class. Students who are not returning to the University in the Spring semester should officially check out of the residence facility at the close of the Fall semester. The University will not be liable for belongings left in the student's room/apartment during official breaks except as provided by the Tennessee Claims Commission Act, T.C.A. §9-8-301, et seq.
- (3) Long distance calls may not be charged to a resident's room/apartment telephone number.
- (4) All residents must file a health form which has been completed and signed by a licensed physician.
- (5) Residence hall lobbies shall close to guests at 12 midnight. Residence hall lobbies are intended for use by residents of the hall and their guests. Persons not using the lobby for the intended purpose will be required to leave.
- (6) Food kept in residence hall rooms must be in closed containers.
- (7) A refrigerator not to exceed 2.5 cubic feet and 5 amperage draw may be placed in rooms in the residence halls with the exception of apartments.
- (8) Tennessee State University recognizes and respects the rights of its students to have privacy with respect to their persons and their personal belongings. The University also recognizes the responsibility to preserve the wholesome learning and living environment on campus, to provide adequate maintenance and protection of public property, and to protect the health and safety of all persons on campus. These fundamental assumptions are embodied in the following commitments and procedures concerning the entry or search of student rooms or other assigned storage spaces.
  - (a) Room Entrance: The University reserves the right to enter University rooms under any of the following circumstances:

(Rule 0240-4-5-.07, continued)

1. When there exists an immediate threat to the health or safety of the occupants or University property.
  2. With permission of the resident.
  3. With a search warrant.
  4. With permission of the President or designee or the Vice President of Student Affairs or designee when there is sufficient reason to believe University regulations or local, state and federal laws have been violated.
  5. By Physical Plant personnel and their designated agents only for repair, replacement, or inspection of University property.
  6. By residence hall staff member or officials of Residence Life on official business.
- (b) Health and Safety Inspection: A bi-monthly health and safety inspection will be performed. Residents will be notified at least twenty-four (24) hours in advance.
- (c) Room Search:

The University reserves the right of entry to rooms by authorized University officials for the purpose of search and seizure if there is reasonable cause to believe that a student is using a residence hall for purposes which are illegal or which would seriously interfere with campus discipline or constitute a hazard. A search will be authorized by the Vice President for Student Affairs or his/her designee. The search will be conducted in the presence of the Vice President for Student Affairs or his/her designee and the Dean of Residence Life or his/her designee and the student if possible. Representative of the Security Department may also be present. The University also has the right to elect the use of a search warrant by campus security or the city police.

A copy of the authorization form will be provided to the student(s) whose room is being searched, and a receipt will be given for any property confiscated. The University assumes no responsibility for the theft, destruction, or loss of confiscated property.

- (9) Under no circumstances are windows/patio doors to be used for entering or leaving the residence facility.
- (10) Open windows, patio and balcony doors are not to be used as a conduit to transmit music and/or noise to the community outside the residence facility.
- (11) The University reserves the right to limit the quantity and type of items displayed in or on room windows so as to maintain an attractive appearance of the building.
- (12) Alcoholic beverage containers, including cans and bottles, will not be visibly displayed, located or be found in the residence hall environs, including rooms, hallways, lounges, lobbies or other areas of the residence hall.
- (13) Emergencies should be reported immediately to resident assistant or residence facility director. Such situations include flooding, malfunctioning of wiring fixtures, plumbing, broken elevators or vandalism.
- (14) Maintenance needs that are not emergencies should be reported to residence facility staff who, in turn will initiate the maintenance request. The problem(s) should be corrected within 30 working days.

(Rule 0240-4-5-.07, continued)

- (15) In the Fall, when the heat is turned on, a short adjusting period is necessary before a uniform temperature is obtained throughout residence hall rooms. Residents should notify residence hall staff if their rooms remain cold or too hot for an extended period of time. NOTE: Once heat has been turned on in the Fall, it will remain on until the end of the winter.
- (16) Residence hall bathrooms, lobbies, and halls are cleaned by janitorial staff each morning. Residents should leave these areas as clean as possible during this time. Apartment porches and steps are cleaned by janitorial staff. During check out residents will be required to bag trash and take to trash dumpster.
- (17) For extermination of insects, residents should sign his/her name and room number with any comments on an extermination request sheet which is provided by the resident assistant. Exterminators spray on a regular schedule.
- (18) Keys are assigned to each resident when checking into his/her assigned residence facility. When a key is lost, a Lost Key Report is to be filed with the residence facility director within 24 hours. Depending on circumstances filed in the report, a decision will be made to issue a duplicate key (\$10) or recore the lock (\$58) at the student's expense. Residence facility keys may not be duplicated under any circumstance or be transferred to others. Students should not loan their keys to others.
- (19) Quiet hours are established in each residence facility at the beginning of the fall semester and will be posted. Quiet hours are generally in effect from 7 p.m. until 7 a.m. In addition, residents are expected to show consideration for others at all times by avoiding excessive noise ("excessive" defined as disturbing your neighbor). During mid-term and final examination weeks, quiet hours will be in effect 24 hours a day.
- (20) All residence facility staff members are considered institutional officials and as such are empowered to issue directions to any student, guest, or visitor. Failure to comply with the legitimate directions of a staff member will result in appropriate disciplinary action. Residence facility staff members are empowered to deal with behavioral problems of students in any residence facility or at any residence facility-sponsored event.
- (21) Students are advised not to leave the residence facility alone after dark. It is also advisable for students not to stay alone in classrooms, music practice buildings, and other buildings.
- (22) Fire in the residence facility should be reported to the residence director or to his/her assistant if the director is not available. Students should then activate the nearest fire alarm and exit immediately. Residents are advised to become familiar with the location of exits, fire extinguishers and alarms. Tampering with fire alarms or fire extinguishers is a serious matter and may result in disciplinary action. If the fire department responds to a false alarm, the student responsible for the false alarm will be assessed the cost for responding to the alarm.
- (23) Telephone jacks are conveniently located in each room/apartment. Students must provide his/her own telephone. The University will not assume responsibility for any collect calls made to the student. The University will not assume responsibility for personal telephones, hook-ups or malfunctions. Long distance calls may not be charged to a resident's room/apartment. Long distance credit cards are not the responsibility of the University.
- (24) The University provides certain services relative to the health of the student. If the student's illness exceeds the University's ability to provide medical care, the cost of hospitalization must be borne by the student. The University has arranged for a special group hospitalization contract at a minimal cost, and information for purchase may be obtained by contacting the Dean of Students or Health Center staff. The following are suggestions in regard to illness in the residence facility:

(Rule 0240-4-5-.07, continued)

- (a) If the student is in need of medical care (illness or accident) during the night, contact with the campus police should be made by the resident facility staff as soon as possible.
- (b) The University Health Center is located on the west side of Hankal Hall (north campus) and operates from 8 a.m. to 4:30 p.m. Monday through Friday.
- (c) In the event a student is hospitalized on an emergency basis or sent home because of illness, the residence facility director should be notified immediately as well as the Dean of Students, Director of Residence Life, and Director of Off-campus Housing.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed July 14, 1992; effective October 28, 1992. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed February 18, 1999; effective June 28, 1999.

#### **0240-4-5-.08 MEAL CARD PROGRAM/WAIVER.**

- (1) All University students who participate in the residence life program are required to participate in the Meal Card Program, herein referred to as “board.” All freshman (29 hours or less) who live in University housing must enroll in the 19 meal per week board plan. Returning students with 30 hours or more may enroll in either the 19 meal per week board plan or the 10 meal per week board plan.
- (2) Any student may opt to qualify for a Meal Card Waiver if he/she is involved in student teaching, nursing clinicals, respiratory therapy, internships, practicums or a cooperative education program. Students for whom meals cannot be provided by the University’s food service for special medical dietary reasons may be given special consideration. These exceptions must be approved by the food service director or his designee and the Vice President for Student Affairs.
  - (a) Application for Meal Card Waiver may be obtained from the Office of Residence Life. The applicant is solely responsible for obtaining all information to support the application.
  - (b) Special Note: All applications concerning dietary problems must be reviewed by the cafeteria dietician. Generally, if the cafeteria cannot support the prescribed diet on a daily basis the waiver will be approved.
  - (c) Application and Support Documentation:
    - 1. Medical: Letter from attending physician and/or prescribed physician’s diet is required.
    - 2. Student teaching, respiratory therapy, internships, practicums, nursing clinicals, training and co-op programs must take place off campus. A copy of the applicant’s class schedule authenticated by Admissions and Records, faculty advisor, department head or dean is required.
  - (d) Criteria for Meal Card Waiver:
    - 1. The Meal Card Waiver Application and supporting documents must be submitted to the Office of Residence Life before the last day of regular registration. Special medical conditions may require additional time to obtain supporting documentation. If so, an extension must be requested from the Office of Residence Life. The student is solely responsible for obtaining all information to support the application.
    - 2. Any student who has participated in the board plan for at least one day from the official first day of class and who has been granted a Meal Card Waiver is to be charged the prorata weekly rate for each week of participation.

(Rule 0240-4-5-.08, continued)

3. Students residing in University apartments are not required to participate in the meal plan.
- (e) Falsification of an application to obtain a board waiver could result in initiation of disciplinary action by the University.

**Authority:** T.C.A. §49-8-203. **Administrative History:** New rule filed February 18, 1999; effective June 28, 1999.

**0240-4-5-.09 RESIDENCE FACILITY SAFETY PROCEDURES.**

- (1) All residence facilities' front doors will be locked at 12 midnight.
- (2) All roofs and porticos are off limits.
- (3) Room/apartment doors must be locked at all times.
- (4) Room/apartment keys should not be loaned.
- (5) Telephone or room/apartment numbers should not be divulged to strangers.

**Authority:** T.C.A. §49-8-203. **Administrative History:** New rule filed February 18, 1999; effective June 28, 1999.